



Office of the City Clerk

Weekly Report – for Week Ending August 28, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

2016 Neighborhood Council (NC) Election - All of the 87 NC bylaws that the Department of Neighborhood Empowerment has provided were finalized. The first drafts of the ballot voting models for 76 NCs are complete. Of those, 66 have been approved and 11 are on hold. Preparation for the election continues with regular meetings with the online voting vendor and EmpowerLA.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	16
Number of Notices/Publications	32
Number of Contracts Attested	92
Number of Council Files Created	75
Number of Claims Received	82
Number of Referrals	35
Number of Council Meetings	3
Number of Committee Meetings	9

Neighborhood and Business Improvement Districts - On August 25, 2015, the Economic Development Committee approved the Annual Report for reconfirmation of Assessments for the Chatsworth merchant-based Business Improvement District and the Annual Planning Report for the Los Angeles Tourism Marketing District Business Improvement District.

City Archives Research - The City Archives contributed to the History Keepers exhibit at the Pico House co-sponsored by LA as Subject and the California Historical Society. We have a zanja brick and zanjero payment voucher on loan to the exhibit. The exhibit was covered by the L.A. Times in an article that mentions the City Archives. <http://www.latimes.com/local/california/la-me-beat-history-keepers-20150816-story.html>

Wine Making at El Pueblo - The City Archives is participating in a project with El Pueblo to grow, harvest and make wine from the Vina Madre grapevines at the Avila Adobe on the roof of the garden shed. The harvest will be done in a series of picks starting August 22nd and extending into September. The long-term goal includes a brochure being written by El Pueblo, an upcoming L.A. Times article and a potential fundraising opportunity.

Monthly “Alive” Article Now Online - The City Archivist’s monthly column in “Alive,” the newsletter of the City Employee’s Club, has been published. This month’s article focuses on the Watts Riots Anniversary.

http://ens.lacity.org/clk/rmdroot/clkrmdroot340798031_08242015.pdf

Historic Videos on City Clerk Youtube Channel - The City Archives has posted several video clips from historic City news, publicity, and training films to the City Clerk’s YouTube page. The most recent clip on the opening of the Hollywood Freeway can be seen here <https://www.youtube.com/watch?v=Mrpy4RhZxMY>.

New Records Destruction/Disposition Process - A report to the City Attorney on the City’s current records disposition schedules was submitted for re-approval. This is the next step in the new records destruction process that was adopted by the City Council. Once approved, they will go to the City Council for approval.

LA Digital Government Summit 2015 - Staff and management attended the L.A. Digital Government Summit. Two awards were presented to the City Clerk’s office for an individual achievement award and a project award for the Election Dispatching System.

TOP ITEMS

- [El Pueblo Exhibit and Wine Making Project](#)
- [City Clerk Youtube Channel Postings of Historic Videos - 101 Freeway Opening in 1950](#)
- [LA Digital Government Summit 2015 Awards Received](#)
- [NC Election Planning and Preparation in Progress](#)



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Council File Supplemental Subscription - Changes were made changes to web URL link displayed in emails, the supplemental subscription indicator on the un-subscribe/subscription status page and the new subscription verification page for the administrator. Also, the group email and clerk.ensla@lacity, was created for email communication with CFMS subscribers. These changes are a part of a series of enhancements being made to add a new subscription feature to allow automatic subscribing to supplemental council files and automatic notifications to subscribers when a supplemental file has been created.

Fiscal/AB1290/Council/General City Purposes - Staff held one RFP protest hearing related to Records Storage Services; coordinated with the City Attorney to resolve a licensing agreement issue with ACEBSA; and drafted 3 contracts.

Personnel - Staff coordinated with the CLA, City Attorney and Controller's Office for pay increases for Elected Officials effective 7/1/15, and partial salary waivers for Elected's interested in continuing or initiating partial salary waivers; conducted 2 New Hire and 2 FML orientations; and coordinated with the Controller's Office for the City Clerk rollout of the MyPayLA App on smart devices later this month.

ISSUES

None to report.

UPCOMING....

Neighborhood Council Town Hall - Staff will attend the NC Town Hall on Saturday, August 29th, to discuss the City Clerk's role in the NC election process and to field any questions.